

Operations Chief Meeting Notes Dallas, TX, February 18, 1998

Opening remarks by Jill Pettibone and Colonel Richard Morris
Introductions by all attendees

Ms. Pettibone covered budget issues. DCMC is overburning on FTEs and will have to pay for the overburn from non-labor. Probable 25 percent cut in TDY. Almost all conferences canceled - Commanders Conference still on. Planning conference will also be held but with much reduced attendance.

Check on Intern Conference (NOTE: It is still on).

Section 912 Legislation requires DOD to reduce its acquisition work force by 25,000, except that the Undersecretary of Defense for Acquisition and Technology (USD(A&T)) can reduce the number to 10,000 based on studying the situation. Two groups working - internal group of DoD personnel and external group - a Defense Science Board. Supposed to be done by end of March.

There is also a Defense Science Board working on acquisition reform issues, including SPI. Ms. Schultz provided a brief overview of current thinking on SPI, that CEOs see it as necessary to there creating consistency within their organizations. Ms Schultz also talked about the Raytheon proposal to do SPI /block changes on a segment (more than one facility) basis. They're looking for faster ways to make changes. Ms. Pettibone mentioned lots of issues on the Raytheon merger. She'll get someone at HQ to start looking and work with CAO Commanders.

ACTION: Ms. Pettibone to appoint someone to take look at impact of Raytheon merger on DCMC (NOTE: Mr. Frank Wojtaszek is the appointed one).

A copy of Department of Defense Reform Initiative Directives (DRIDs) was provided to attendees listing directives. DRIDs are the taskings to do the things in the Defense Reform Initiatives report. In essence they are the successors to Management Reform Memorandums.

The Charter for the PAT Team on Contract Receipt Review and Postaward was distributed. Ms Pettibone said she's going to tweak the purpose to emphasize paperless more, but that Distrcits should identify members now .

ACTION: Week of March 2, recommended PAT Team names and comments on Charter should be provided to Ms. Pettibone.

Mr. Landini noted the resource review at Twin Cities and Phoenix. Ms. Pettibone requested a rundown of results within the next week or so.

The AQ office symbol is now DCMC-O vice DCMC-P previously announced.

Implementation of the Terminations PAT Team recommendations were discussed by Ms. Marshall and Mr. Landini. Ms. Pettibone said she plans to brief the next Executive Council on the PAT team and how we plan to implement. Both CONUS Districts had plans for getting to the recommended workload of 36 dockets per TCO. PLAS data used included

TCOs plus their assistants and so the Districts used all those staff numbers in there 36//person ratio. West provided charts for their plan - a three phased approach. East to provide separately.

ACTION: East to provide Ms. Pettibone with charts similar to West for the Executive Council Meeting.

ACTION: Ms Pettibone to schedule and do briefing.

Much discussion of termination metric. Ms. Pettibone said that would also be part of the briefing to the Executive Council. Both CONUS Districts asked that 450 days not be the goal this year. Ms. Pettibone said no one can be except from process improvement. Where should the improvement focus be? She said there seems to be lots of data on terminations but no insight on what is going on. Seems to be no process -- each docket is new frontier. After lengthy debate and lots of numbers floating around, Ms. Pettibone said she would recommend stand-down of the 450 day goal because the terminations process is out of control. There will be a discussion of termination process and each month's data at all future Ops Chiefs meetings till there is agreement on process insight and measurement.

ACTION: Ms. Pettibone to tell Districts format for data analysis. Mr. Gibson to put topic on future Ops Chiefs meetings.

MRM #5 and property methods were covered. A plan has been developed to dispose of excess property at contractor plants and eliminate property where the value does not surpass the cost of ownership. Two goals have been set:

- (1) Make sure the contractor has controls to identify property and
- (2) Dispose of \$7 billion of excess by December 31, 1999.

Letter notified all contractors and a separate letter was sent to the Services. A progress brief is provided to DOD every two weeks. DCMC reports for itself and the Services. It is critical that we document what we have done so we can take proper credit. Because MRM #5 expected to increase disposal actions, PAT team is looking at options to making disposal easier: less/streamlined screening credit sales proceeds to the program offices (may not be likely because of budget implications); sale by auctions, spot bid, or retail sale; more sensible demil requirements.

Property metrics was discussed. Eliminated the metric on overall reduction of DOD property. Lost, damaged, destruction of government property metric had a goal to reduce by five percent. When pitched in the MMR, General Malishenko decided it should be 15 percent. This change has been incorporated into the latest FY 98 performance plan. This is not in place yet and will probably be in the red. MRM# 5 is 20 percent off last years base.

PCARS automated PC screening system was discussed. Contractors send electronic files to the CAO. Last few tests have gone well. This would be a big help on MRM#5. Good news - Contractor Property Management System has undergone a program redesign.

Dual appointment of Property and Plant Clearance Officers was discussed. One Book policy is being updated via policy change notice to the effect that PAs and PLCOs can carry dual appointments. This is provided that they meet all the education and experience requirements

of both disciplines, and the District Ops Chief determines that it is in the Command's best interest to have them carry dual appointments

A standard PD for Plant Clearance and Property has been drafted. Also Mr. Farley has been looking at property rightsizing. Everyone most interested.

ACTION: Mr. Farley to attend the next Operations Meeting and provide the status of rightsizing and PDs.

Colonel Barry Harper was called into the meeting to discuss frequently asked questions (FAQs) resulting from the Open Forum at the SFA Conference on February 17. Lots of discussion of where CAO SFAs are "assigned" and what that means under the different bargaining agreements. East and West decided SFAs need to be "assigned" to the District (carried on the District books) since they report to the District - the District is their chain of command. Ms. Pettibone to talk to Mr. Brunk about this because there were prior BPT/RUC discussions of how the FTEs are carried. All FAQs/answers will be finalized and placed on the web.

ACTION: Ms. Pettibone to talk to Mr. Brunk about CAO SFA assignment.

Mr. Zorich provided attendees a copy of the J-07 Enhancement letter, Into-Plane Information, and course development plan. A Fact Sheet was also provided describing an online training course. There's a contractor who will put the J-07 on the Internet for \$25.00 per person with initial installation fee of \$1,350.

ACTION: Mr. Zorich to talk to Mr. Herlihy about how the approach and getting funding.

Mr. Zorich also provided attendees an overview of PBAM97, using Microsoft Access 97. Mr. Zorich noted that Captain Ketts and Colonel Hatton have reviewed and highly praised the software. Software includes input for contractor information, contract information, surveillance guide, and delegation all in the same with capability to extract various reports. Ms. Pettibone wants to test it as approach for subcontract delegations which is one of our commitments under MRM #10. She will track back from unit cost data on who has most delegations to see where there's a lot of requests coming from and then couple of those offices can do the test.

ACTION: Ms. Pettibone to get info to Districts on where most delegations coming from so they can select one CAO each for test.

Mr. Richard Horne provided attendees with the tasking of DCMC Memo 98-33. This tasking affords the opportunity to change/enhance the structure of the DCMC homepage. Intent is to structure the Home Page in manner, which mirrors our organization message and makes it easy for users to navigate. The Roundtable is the group providing feedback on what CAOs need. However districts have different needs and those have to be considered also. Roundtable using survey form to give feedback - Districts said they would complete also.

ACTION: Districts complete survey on Home Page and provide to Mr. Horne.

Started discussion on DCEs/CACOs/DACOs. Ms. Pettibone distributed her list which was immediately and correctly trounced as incomplete. She said she'll get an action officer working on it and get with Districts to sort it all out.

ACTION: Ms. Pettibone to tell District who is going to be looking at the stuff for her. Districts to tell her who their process person is. (NOTE: Mr. Frank Wojtaszek is the appointed one.)

ATTENDEES

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